



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
THIRD ARMY / UNITED STATES ARMY CENTRAL
1 GABRESKI DRIVE, BLDG 1947
SHAW AIR FORCE BASE, SC 29152

ACPE

2 January 2020

MEMORANDUM FOR All United States Army Central (USARCENT), Subordinate Command Personnel, Family Readiness Group Leaders, and Volunteers

SUBJECT: USARCENT Volunteer of the Year (VOY) Program Standard Operating Procedures (SOP)

1. References:

a. AR 672-20, Decorations, Awards, and Honors: Incentive Awards 30 November 2018

b. AR 215-1, Military Morale, Welfare, and, Recreation Programs and Non-appropriated Fund Instrumentalities 24 September 2010

c. AR 608-1, Army Community Service, 19 October 2017

2. Mission: To encourage and energize volunteer service across USARCENT and to recognize volunteers who have demonstrated exemplary selfless service to USARCENT and surrounding communities.

3. Purpose: To establish the USARCENT VOY Program.

4. Applicability: This SOP applies to all USARCENT Soldiers, Family Members, and Civilians. Requests for exceptions or changes to this SOP must be submitted through the Family Readiness Program Manager (FRPM) to the USARCENT Chief of Staff for consideration and approval.

5. Objectives of the VOY Recognition Ceremony and Program:

a. Provide an annual event to recognize volunteer service to USARCENT, subordinate units, and their communities.

b. Enable commanders and leaders to formally demonstrate support of the volunteers within their organization.

c. Encourage USARCENT units to periodically recognize their volunteers and nominate those highly deserving individuals that demonstrate exemplary volunteer service at the culminating event, the annual VOY ceremony.

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6. VOY Requirements:

a. Volunteer nominations must be registered in the Volunteer Management Information System (VMIS) at www.myarmyonesource.com and/or other approved tracking system (e.g. the National Guard utilizes the Joint Service Support tracker.) Refer to AR 608-1 and/or the USARCENT FRPM for guidance. All volunteer nominees will:

b. Have a completed and signed DD Form 2793, March 2018, on file.

c. Have submitted volunteer hours through the VMIS or other approved tracking system IAW AR 608-1 and with guidance from the FRPM.

d. Have a minimum of 100 documented hours during the calendar year prior to the ceremony.

e. Have contributed their volunteer time in their unit or an applicable organization within the community in order to demonstrate the volunteer's commitment and must have supporting documentation.

f. Have provided either superior short-term or sustained service which significantly impacted the quality of life for Soldiers, Family Members, and Civilians.

g. Only be accepted by use the volunteer nomination form (see enclosure 1).

h. Go through a selection board.

7. The VOY ceremony will be held each year on or about April. All nomination forms must be submitted to the USARCENT G1 and courtesy copied to the USARCENT FRPM office no later than 7 February. All nominations must include the following information:

a. USARCENT volunteer nomination form (see enclosure 1).

b. Memorandum of nomination which demonstrates exceptional service warranting selection as a VOY (see enclosure 2). Memorandum must include volunteer name/organization, dates for period of volunteer service, total volunteer hours contributed, and justification statement of noteworthy accomplishments.

c. Proposed citation (see enclosure 3).

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7. Responsibilities of the FRPM:

- a. Provide information on VOY nomination submission procedures and deadlines to the chain of command.
- b. Advise and assist participating unit commands with administrative requirements.
- c. Compile all nominations for the VOY selection committee.
- d. Establish and coordinate VOY selection committee and annual recognition event.

8. Unit/organizational responsibilities:

- a. Actively recruit Senior Family Readiness Group (SFRG) volunteers and ensure that standards identified in AR 608-1 are met. Ensure volunteer documentation is complete, records are maintained, and that periodic awards and recognition is planned and executed.
- b. Encourage all volunteers to record hours on-line using the VMIS system.
- c. Ensure VOY nominations are complete and submitted in a timely manner. No more than two nominations per unit.

9. Responsibilities of the Selection Committee:

- a. Participate in scheduled committee meetings.
- b. Review each nomination form.
- c. All VOY nominees name and unit will remain anonymous to the committee.
- d. The selection panel will be comprised of two officers, two senior NCOs, and two Civilians (one volunteer and one DA Civilian).
- e. The VOY Selection Committee will evaluate nominees using criteria in the VOY score sheet (see enclosure 4).

10. The nominating unit will be responsible for notifying and requesting nominees' presence at the VOY Ceremony.

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11. Recognition:

- a. All nominees will receive a certificate of appreciation for exemplary service signed by the USARCENT Commanding General.
- b. The VOY recipient will receive a certificate of achievement and a VOY trophy.
- c. Photographs will be taken of all award recipients.

12. The point of contact for this SOP is the USARCENT FRPM, Shaw AFB, SC, 803-885-8841.

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